

# TUITION APPLICATION INSTRUCTIONS

## Eligibility:

Only classified employees in the non-management, supervisory and managerial, confidential and exempt bargaining units, who have completed original probation by the application deadline, are eligible to apply through this program.

## Program Basics:

Tuition Reimbursement covers a percentage of tuition costs (not books or fees) at accredited, post-secondary institutions. Depending upon available funds, up to two courses (or a maximum of eight credits) may be funded per semester (January-June, July-December), not to exceed twelve credits per **fiscal** year. Employees must provide proof of payment and a passing grade, to the Tuition Coordinator. All payments by the State of Vermont are made contingent upon successful completion of the course(s). The employee agrees to repay all monies paid by the State within three months if the course(s) is not completed successfully. Failure to return funds or submit required documentation by the due date will result in debt turned over to the tax department for collection.

Please complete **ALL** information requested on the application; incomplete applications will be returned.

Complete the Tuition Reimbursement form and submit it to your department for approval and then to the Department of Human Resources via the U.S. mail. For courses beginning between January 1 and June 30, applications must be submitted to the Department of Human Resources by U.S. Mail and postmarked no earlier than November 7 and no later than November 21. For courses beginning between July 1 and December 31, applications must be submitted by U.S. Mail and postmarked no earlier than May 25 and no later than June 7.

Send your **completed** application and supporting documentation, via **U.S. Mail** to:

**Tuition Coordinator  
Department of Human Resources  
144 State Street  
Montpelier, VT 05620**

\*Applications sent through pink mail, faxed or hand-delivered cannot be accepted. Please remember to keep track of your application as it moves through your department to ensure that it is postmarked during the specified time period.

## Common questions:

*Q: How do I know what bargaining unit I am in?*

*A: Non-Management – 01, Supervisory- 02, Manager/Confidential- 00*

*Q: Are there other tuition programs for me if I am not in one of the three groups listed?*

*A: Yes, each bargaining unit has a tuition program, contact your HR administrator for more information.*

*Q: Why are you asking for a cost per credit?*

*A: Funding is determined on a per credit basis, up to a maximum of 8 credits per semester, and 12 credit per year.*

*Q: How is my funding determined?*

*A: The standard calculation is based on a maximum credit cost of \$437.50. Awards are based on 80% of the cost per credit, up to a maximum of \$350 per credit (excluding additional funding)*

*Q: When will I know if I have been approved for funding and when can I expect payment?*

*A: Approval or denial of applications will happen within three weeks of the deadline. Payments will not be made until mid-August, accounts must be in good standing before any additional payments will be sent. (If the courses you have been approved for begins before August 15<sup>th</sup> often times colleges will accept the letter of award, and only the balance owed will have to be paid for enrollment)*

For more information contact our Tuition Helpline at 828-2984 or email [dhr-tuition@state.vt.us](mailto:dhr-tuition@state.vt.us)